



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Senior Management Assistant [Classified Competitive]			Salary P21 \$51,529.95 - \$72,953.46
Posting Number 159-15	Position Number 945073	Number of Positions 1	Posting Period * From: 10/27/15 To: 11/10/15
Location: Management and Administration Office of Information and Technology Services 25 S. Stockton Street, 4th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Liaises with DOH IT staff and IT Consultants regarding the needs to establish, roll-out, maintain operations, and conclude Department IT projects and services, such as conversion to Office 365 and "cloud" data storage, Department-wide Wireless installation, Infrastructure Assessment, etc.; performs cost-effective studies implementation, including preparing power point presentations for senior staff; drafting technical and complex correspondence issued to Department users affected by the IT project; coordinating space allocation and work environment fit-outs and defining and requesting procurement of appropriate equipment for project development, etc. This includes meeting with Department staff of all levels to pursue needed documentation and organize into approved formats.</p> <p>Maintains various action tracking databases to confirm effective/efficient delivery or receipt of services and/or product. Prepares weekly status reports highlighting areas of concern pertinent to cost, product development, delays, etc.</p> <p>Analyzes collected information of above functions for compliance with Department/programs, goals and objectives, and uses EXCEL to prepare reports summarizing issues and recommendations, using narrative, statistical information including graphs, charts, and adaptable formulas.</p> <p>Drafts complex or broad-based correspondence to internal and/or external partners pertinent to information sharing, modification, protocols, updates, etc.,.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>EXPERIENCE: Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #159-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**